

ATTACHMENT 2 - Maintenance, Repair & Operational (MRO) Supplies Quote Sheet

This workbook contains instructions on how vendors should provide pricing for the MRO RFQ. Vendors are asked to submit pricing for all MRO items in the Core List for the pool(s) they elect to compete in, and approve average pricing discounts to be applied against GSA Schedule for non-core list items in their catalog that fall within one of the defined MRO Pools (see instructions below).

INSTRUCTIONS

STEP 1: ENTER CONTACT INFORMATION - In the 'Contact Information' tab, please enter the contact information for the POC for the RFQ submission.

STEP 2: REVIEW POOL DEFINITIONS - Review the pool definitions in the 'Definitions' tab, since entry of pricing-related information in Step 4 will be based upon the defined pools. You can compete in as many pools as you would like. If you compete in one pool, you have to provide quotes for all the items in that pool's Core List.

STEP 3: LIST MRO ITEMS BY ITEM DESCRIPTION IN QUOTE TABS - List the MRO items you offer that best match the item description and unit of measure listed in each of the five pool tabs (one for each MRO pool) you elect to participate in. List only one item for each of the item descriptions and only for the item descriptions listed. These items must be listed by manufacturer name (column 4), manufacturer part number (in column 5), and UPC-A (in column 6). The manufacturer part number should be entered without any non-alphanumeric characters and without any spaces. For example, "AAG7000505" is acceptable, whereas "AAG 70-005-05" is not acceptable. For items with an AbilityOne part number listed, this specific item must be provided. No substitutions will be allowed.

STEP 4: ENTER ITEM PRICING - For each item you entered in Step 3, enter the "Current GSA Schedule Price" in column 7 and the "Proposed BPA Price" in column 8. Note that the pricing being provided must be in reference to the specified "Unit of Measure" in column 3. Pricing should include standard shipping charges (3-4 day standard delivery in CONUS) and the full GSA Program Funding Fee inclusive of the 1.25% GSA administrative service fee as referenced in the Request for Quote. For evaluation purposes, item prices will be normalized to ensure that each item has the same weight in the evaluation of the overall market basket price.

STEP 5: ENTER COUNTRY OF ORIGIN - For each item you entered in Step 3, enter the "Country of Origin" in column 9. This is to ensure TAA compliance.

STEP 6: APPROVE CATEGORY DISCOUNTS - For each of the pool you participate in, confirm approval of the calculated average percentage discounts from the "Core Item List" that will be applied against all non-core list items in the vendor catalog by categories. Failure to approve these calculated discounts will result in invalid quotes.

STEP 7: ENTER AGGREGATE BPA DISCOUNTS - In the 'Additional Pricing' tab, enter the proposed additional aggregate discounts based on Government-determined cumulative dollar purchase thresholds. These thresholds will be based on aggregated BPA government spend (across all pools and the full catalog) for each vendor. Volume discount tier thresholds are as follows: \$12.5M, \$25M, \$37.5M, \$50M, and \$62.5M. Aggregate BPA discounts will be applicable within 30 days from the end of the calendar month in which the volume threshold is reached. For example if aggregate BPA sales of \$12,500,001 are achieved March 20, the new discount for all future orders will take effect May 1. The aggregate discount values provided will be added to current discount value off of MAS price. For example, for a market basket item with a discount of 24% at \$12M aggregate spend and the vendor proposed an aggregate discount of .2% for the \$12.5M threshold, once the vendor reached \$12.5M in sales the discount on the market basket item would be raised to 26% off of MAS Price.

STEP 8: ENTER DELIVERY OPTIONS & FEES - In the 'Additional Pricing' tab, enter the additional percentage fee (if any) for Next Business Day delivery (column 6). Also in the tab, please describe if you are capable of delivering internationally (column 8) or to Hawaii, Alaska, Puerto Rico, and US Territories (column 9).

STEP 9: ENTER ORDER MINIMUM FEE - In the 'Additional Pricing' tab, enter in column 7 the additional percentage fee (if any) applied to orders below the minimum order limit.

STEP 10: VALIDATE - In the 'Validation Sheet' tab, verify that all the information has been entered correctly.

EXAMPLE: Pricing Worksheet

EXAMPLE

Step 3: Enter items in your catalog that best match the item description, UPC-A and unit of measure in columns 4, 5 and 6.

Step 4: Enter the "Current GSA Schedule Price" and the "Proposed BPA Price" in columns 7 and 8.

Step 5: For each entered in Step 3 the "Country of C column 9. This is TAA compliance

GSA Provided			To Be Completed by Vendors				
1	2	3	4	5	6	7	8
Reference ID	Item Description	Unit of Measure	Manufacturer Part Number	Manufacturer Name	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)
00001	Double Click-on Hanger f	EA	123	Mfr ABC	1234567890	\$ 24.00	\$ 21.00
00002	Chemlight, Green, 6-inch	BX	456	Mfr DEF	1234567890	\$ 5.00	\$ 4.00
00003	Adhesive Hooks, Plastic, 6	PK	789	Mfr GHI	1234567890	\$ 31.00	\$ 28.00
00004	Corded Earplugs, Poly Bat	GA	101	Mfr JKL	1234567890	\$ 20.00	\$ 18.00

EXAMPLE: Category Discounts Worksheet

EXAMPLE

Automatic Calculation	To Be Completed by Vendors
1	2
MRO Category	Average Category Discount (%)
Hardware	5.67%
Tools and Tool Cabinets	Quote Tab Not Complete
Paints and Finishes	Quote Tab Not Complete
Portable Heating and Cooling	Quote Tab Not Complete
Electrical and Power	7.67%

Step 6: In column 2, confirm approval of the calculated average percentage discounts in column 1. These discounts will be applied against all non-core list items in the vendor catalog by categories. FAILURE TO APPROVE WILL RESULT IN INVALID QUOTES

Step 7: In columns 1 through 6 the volume discount you are off aggregated yearly BPA spend (all items in a pool). The volume discounts will be applied to the "Proposed BPA Price" once the specified volume discount tier is reached.

EXAMPLE: Additional Pricing Worksheet

Aggregate BPA Discounts

	1	2	3	4	5
	Aggregate BPA Spend Thresholds (\$)				
Aggregate Discount Offered (%):	\$12.5M+	\$25M+	\$37.5M+	\$50M+	\$62.5M+
Hardware	1.00%	2.00%	1.50%	1.50%	1.50%
Tools and Tool Cabinets					
Paints and Finishes					
Portable Heating and Cooling					
Electrical and Power					

Step 8: Enter the additional percentage fee (if any) for delivery upgrade options in column 6. Enter Yes / No in column 8 & 9 if able to deliver OCONUS

Step 9: Enter the additional percentage fee (if any) applied to orders between \$25 and \$99 in column 7

Additional Options Pricing

EXAMPLE

6	7
Delivery Upgrade Options	Order Size Option
Next Business Day Fee	Convenience Fee (Order \$25-\$99)
1.50%	0.50%
8	9

Item you
3, enter
Origin" in
s to ensure
s.

Column 9: This column
populates automatically
upon entering pricing
information in columns 7
and 8.

9	Auto Calc
Country of Origin	Discount off Current GSA Schedule Price (%)
United States	-15%
Canada	-20%
France	-10%
Germany	-10%

5 enter
feeling for
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threshold